

## Assignment: Survey Report

*This assignment will give you an opportunity to find out information about a subject that interests you by asking several people on their opinions by using questionnaires. You will be working in a group of 4-5, deciding on a topic and generating questions. After each of the members of your group have distributed the questionnaires to 30-40 subjects (outside of class), you will come back together to share your data. You will then write a report about the results of the survey.*

**Choosing a topic:** You will be spending some class time with your group to decide on a topic that you are interested in. Students in the past have written on such topics such as TV-watching habits, opinions about eating junk food, uses of the internet, a violence in cartoon programs and opinions of KMUTT students' about spending free time.

**Subjects:** Your topic will determine whom you will give questionnaires. For instance, if you are getting engineering students' ideas about how to approach a job interview, you may also want to interview a student who have experiences on the job interview.

**Writing a questionnaire:** You have to create about 10-15 questions and length of the questionnaire should not be more than 2 pages.

**Collecting data:** After your teacher has already approved your questionnaires, you have to distribute them to the subjects. Be ready to help the subjects if they don't understand you.

**Compiling data:** You will bring the results of your questionnaires back to the class for your small group. Together you will compile the data (with responses from every member of the group) and discuss your conclusions.

**Writing the report:** You have to write your own report summarizing the data. The organization of your paper will be determined by the topic and the data you collect. You may want to back up each of the general points you make with specific information from the questionnaires, such as numbers, percentages, and quotations from people's answers. Remember that a good report should consist of introduction, body and conclusion.

**Parts of the assignment:** When you hand in your report, you will need to include these things:

1. The questionnaires
2. The first draft of the paper
3. The final draft of the paper
4. A collaboration memo
5. Appendices (proposal, examples of questionnaires collected from the subjects, etc.)

**Collaboration memo:** Along with the report, each person will hand in a short (one paragraph) memo describing how your group worked together. How did you choose your topic? Who did what parts of the work? How did you negotiate when people had different opinions about how to proceed? What worked well with your group? Were there any problems in your group process?

**Evaluation criteria for the Survey Report:**

- ✓ All parts of the assignment are included
- ✓ Topic is focused and narrow enough
- ✓ Introduction has a “hook” to interest the reader, and necessary background information.
- ✓ The report is organized appropriately
- ✓ The report contains sufficient specific evidence from the questionnaires (numbers, percentages and quotations etc.)
- ✓ The report has a conclusion that sums up the main ideas
- ✓ The report is edited well.